



Talent Acquisition Checklist: Onboarding

What you'll need	What you'll do	What else?
<p>___ 30 Day Checklist for Onboarding New Hires: ksu-onboarding-guide.pdf - intweb.kennesaw.edu</p> <p>___ Job description</p> <p>___ Schedule for first two or more weeks on the job</p>	<p>___ When your new hire passes the background screening, you will be notified, and a start date will be confirmed. Get ready to receive the new hire:</p> <p>Prior to the first day:</p> <ul style="list-style-type: none"> • Secure office space, computer, supplies, and other equipment, as appropriate • Provide reporting instructions. • Advise other team members about the arrival of the new hire <p>On the first day:</p> <ul style="list-style-type: none"> • Secure badge and door access • Introduce new hire to team • Coordinate a tour of the facilities • Begin training on role and related technology • Make sure I9 documents are completed • Arrange for parking <p>During first week:</p> <ul style="list-style-type: none"> • Convey expectations • Assign peer coach • Foster completion of required training and permissions 	<p>___ Review onboarding information provided to new hires: Home Kennesaw State University</p> <p>___ When in-person orientation resumes, certain activities will occur centrally (e.g., securing badge, some technology training)</p>
<p>Notes:</p>		

